SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

Volume 7, Issue 3 June, 2002

VACATION OVERAGE: Transfer Up to 20 Hours to Sick Leave

Beginning this year, if you have classified Executive Branch employees whose vacation leave balances are over the maximum at the end of the fiscal year, you will need to use the timesheets for the pay period ending June 8, 2002 to transfer those vacation hours (up to 20 hours) to sick leave.

This transfer of vacation hours to sick hours is a direct result of a change in Kansas Administrative Regulation (K.A.R.) 1-9-4 and is effective June 7, 2002. If you have unclassified employees who follow Executive Order 98-7, this also applies to them. These instructions do not apply to those unclassified employees who do not follow Executive Order 98-7.

In order to determine if you have any employees over the maximum vacation leave balance, you should generate the Vacation Leave Overage report (KBEN354) located under Reports in Time and Leave. This is an on-line SHARP agency run report, which you may generate anytime during SHARP business hours.

The Vacation Leave Overage report will allow you, at a glance, to see who in your agency has a vacation leave balance that is higher than the maximum. The report lists unique employee information, including the Vacation Leave Overage Hours.

Once you print the report, you will then need to subtract leave taken the last pay period of the fiscal year, if applicable,

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Fiscal Year End

Informational Circular 02-A-016 dated April 18, 2002 has been released to summarize fiscal year end deadlines for closing of fiscal year 2002 and opening of fiscal year 2003. Copies are available on the Division of Accounts and Reports web site at http://da.state.ks.us/ar.

June 21 is the first day of summer!

Inside this issue:

VACATION OVERAGE continued

and vacation leave donated to shared leave, if applicable, that isn't yet reflected in the leave balance and subtract it from the Overage Hours. Once you have this figure, you then access the employee's last timesheet of the fiscal year and enter the SLA earnings code and the number of hours that should be transferred to sick leave (up to 20 hours). This figure does not have to be in quarter hour increments.

After you enter the SLA row on the timesheet, turn on the OK to Process? checkbox and save your entry. The hours listed under the SLA earnings code will increase the sick leave balance by those hours during the final accrual of the fiscal year.

During the final accrual of the fiscal year, the vacation balance is reduced to the maximum allowed by K.A.R. 1-9-4. This will continue to occur. The accrual for the last pay period of the fiscal year is added to the vacation leave balance AFTER the leave has been reduced to the maximum. The accrual amount for the last pay period of the fiscal year is not forfeited until the end of the next fiscal year.

The detailed instructions document, Vacation Overage Conversion Detailed Instructions, that describes how to figure the overage and enter the SLA row in the timesheet is located at the SHARP Customer Service Documents Website page: http://da.state.ks.us/sharp/documents/ ★

Fiscal Year End Pay Dates

Note: This schedule is applicable to Fiscal Year End Vacation Leave Overage Procedures for Classified Employees in the Executive Branch and for Unclassified Employees who follow Executive Order 98-7.

The last pay date in June identifies the last pay period in the fiscal year.

Year	Pay Period End Date	Pay Date
2002	06/08/2002	06/21/2002
2003	06/07/2003	06/20/2003
2004	06/05/2004	06/18/2004
2005	06/04/2005	06/17/2005
2006	06/17/2006	06/30/2006

★

Change to Longevity (K.A.R. 1-5-29)

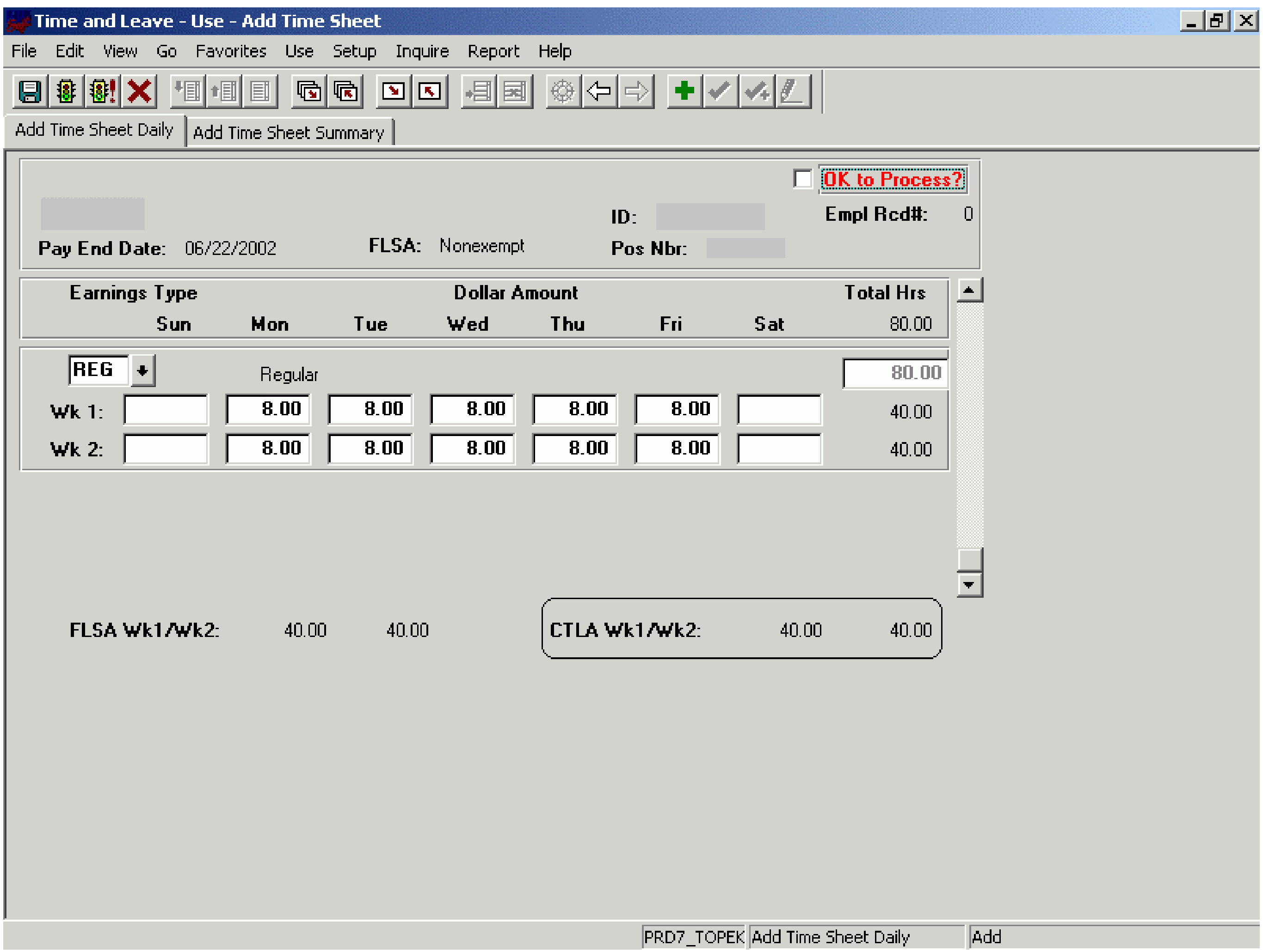
Kansas Administrative Regulation 1-5-29 was amended to remove the requirement of satisfactory service as a condition for receipt of a longevity bonus. Longevity bonuses are now based solely on length of service.

The Approved checkbox on the Longevity Bonus - Active Panel will default on for all active employees regardless of whether or not the employee has a documented performance review rating of satisfactory or better within the preceding 12 months. This procedure is effective with the pay period beginning 06/09/2002. ★

In Pay Status Change Affects Timesheet Display, Earnings Codes Usage and Workers Compensation Entry

Due to a change to Kansas Administrative Regulation 1-9-4 (Vacation Leave) and 1-9-5 (Sick Leave), several programming changes will be made to SHARP timesheets beginning with the 06/09/02 pay period.

Change #1: In the past on non-exempt employee SHARP timesheets, the "In Pay Status," which stands for "Counts Toward Leave Accrual" (CTLA), was split out by week. For a non-exempt employee who works 40 hours in week 1 and 40 hours in week 2, the electronic timesheet looked like this:
CTLA Wk1/Wk2: 40.00 40.00 (see panel print below).



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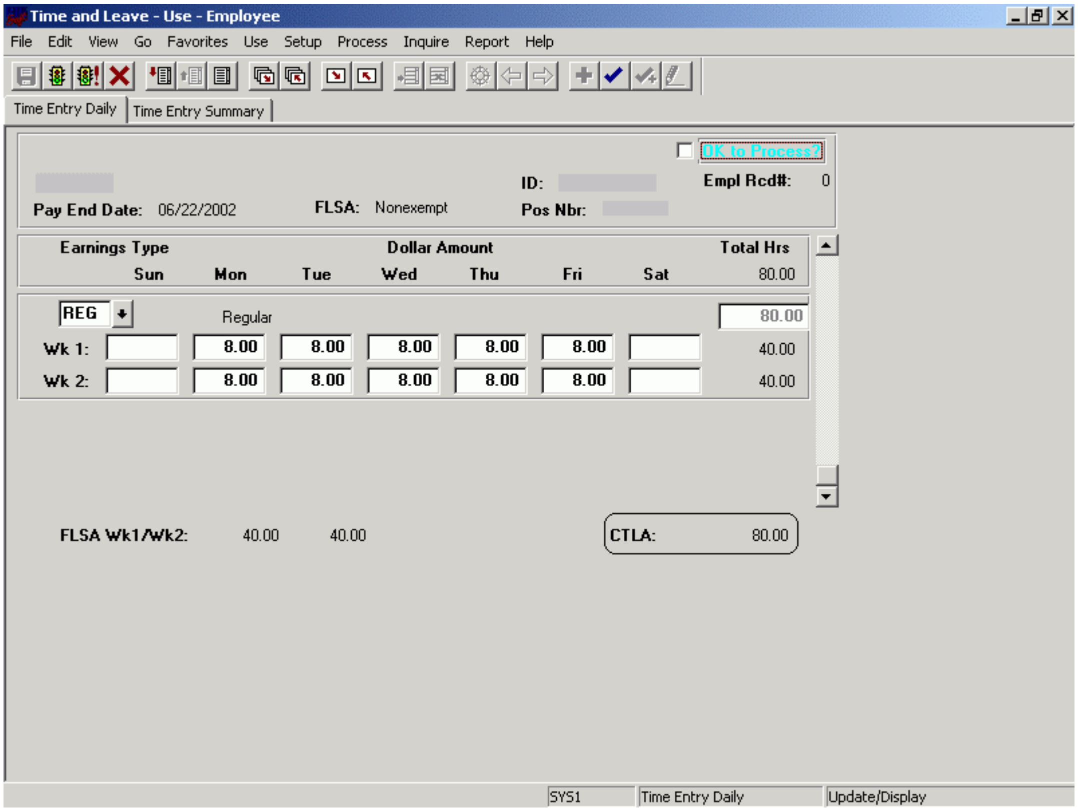
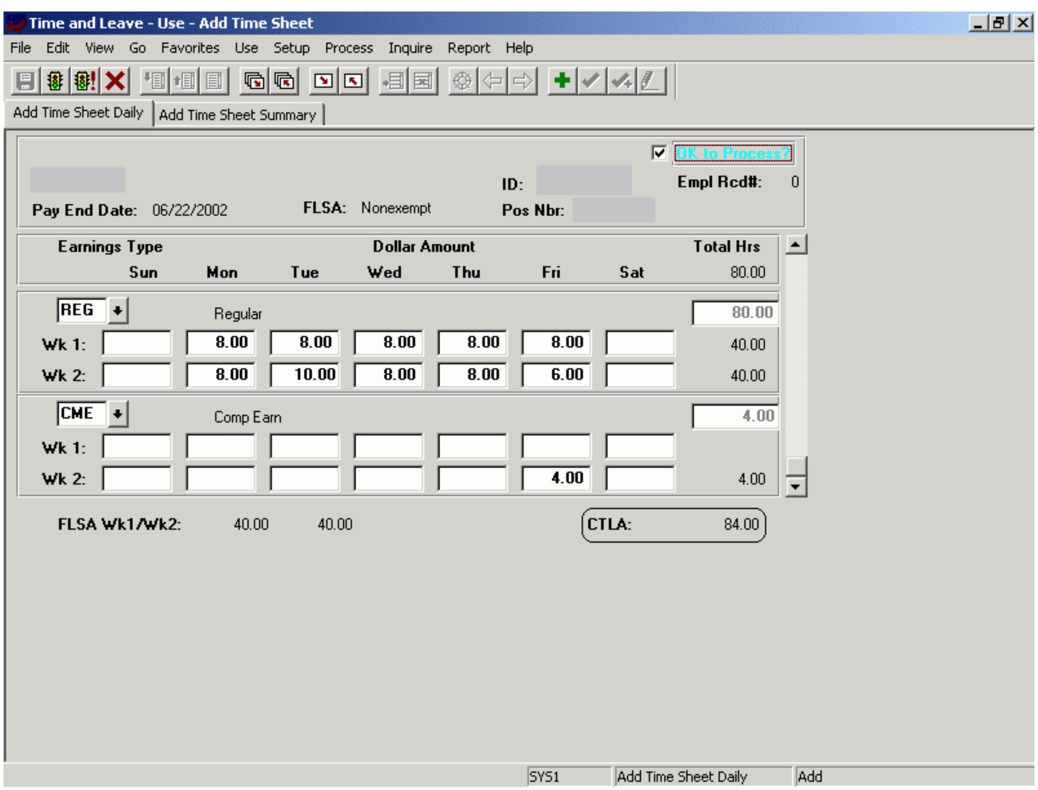
Using the same example, beginning with the 06/09/02-06/22/02 timesheets, the CTLA figure is combined and displays as one figure. It looks like this: CTLA: 80 (see panel print below).



Change #2: The CTLA figure now includes all hours worked and all leave earned and leave taken with pay including Overtime (OTP) and Compensatory Time Earned (CME). Many earnings codes will also be deleted, including Additional Hours (AHR). See example below.



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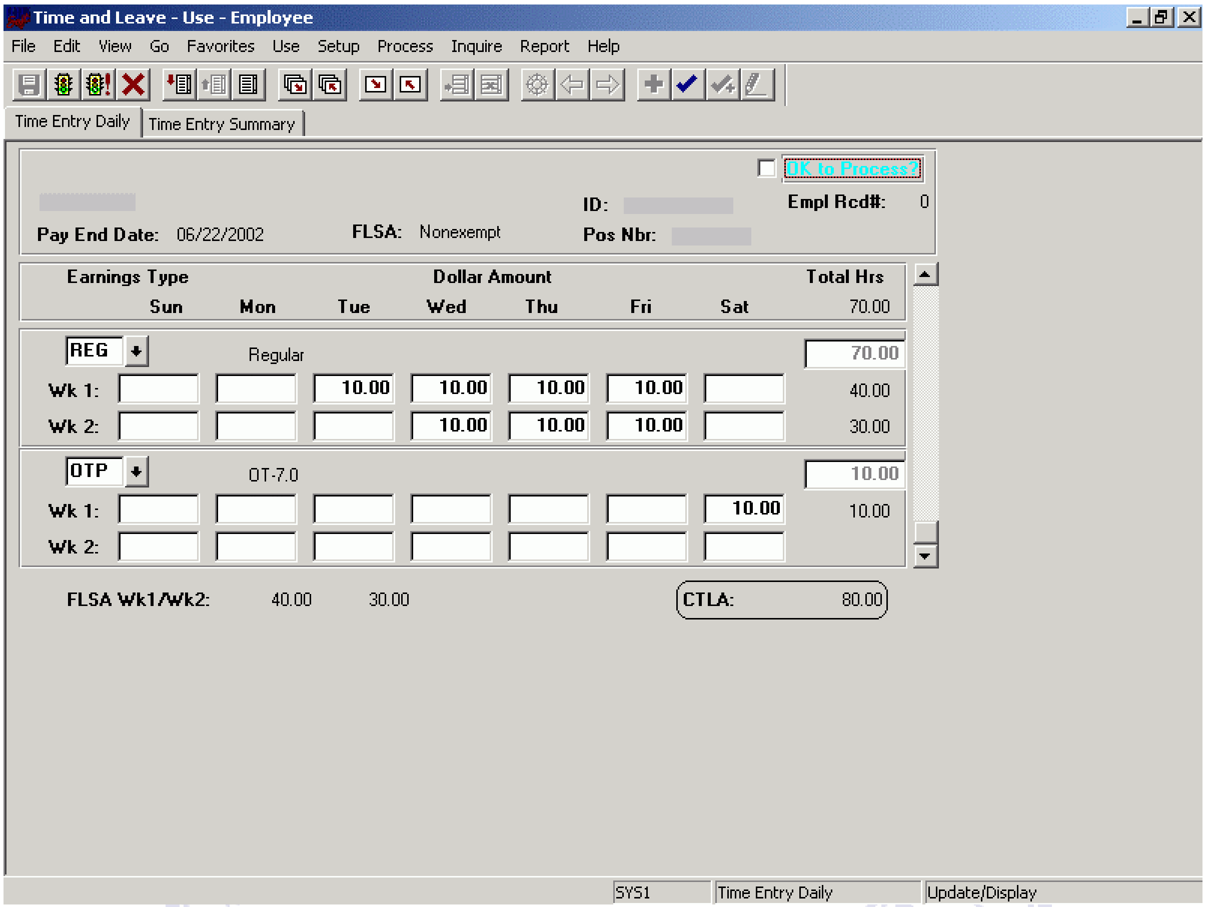
How does all of this affect time and leave entry?

We no longer need to use the Additional Hours (AHR) earnings code. Instead we will use Regular (REG). In addition, an employee can work fewer hours in one week and more hours in the other week and as long as the CTLA figure is at least 80, the employee will receive full leave accrual. For example, if we record 40 REG and 10 OTP in week one and 30 REG in week two, the employee will receive full leave accrual based on the 80 CTLA figure. See example below.



Holiday Recording: Since all hours worked count toward leave accrual, use HDP or HCP to record hours worked on a holiday. We no longer need to record HDL or HCL. These codes will be inactivated to help facilitate this change.

Don't Use	**Use**
HDL	**HDP**
HCL	**HCP**

Error Message: Timekeepers will no longer receive an "Hours worked over the allowed CTLA amount at straight rate must be charged to AHR Earnings Type (20000,85)." error message when recording hours that exceed the 40 hour CTLA figure for each week. Keep this in mind when recording leave taken and hours worked during the week.

Workers Compensation: Since the 20000,85 error message will no longer be applicable, it is imperative agencies ensure that hours are adjusted for those employees receiving workers compensation. For example, this message will not display if the WCH is 56.25 and WVL is 60.00. If you don't adjust the timesheet, the employee will be overpaid based on the workers compensation wage replacement amount and the hours associated with WVL. If the employee chooses to use vacation leave to supplement the workers compensation wage replacement, adjust the WVL down to 23.75 (WCH 56.25 + WVL 23.75 = 80 CLTA).

We consider this a positive change and hope it will make time and leave entry somewhat easier for both employees and timekeepers. ★

Payroll Reminders

Mailing Address: When a paycheck is printed, the address is pulled from Compensate Employees, Maintain Payroll Data, Use, Payroll Data, Payroll Data 1. There is an indicator on that panel to tell the system whether to use the home address or a mailing address. If you add or delete a mailing address in Administer Workforce, Administer Workforce (U.S.), Use, Personal Data, Personal Data 1, you must also change the mailing address indicator on the panel in Compensate Employees, Maintain Payroll Data, Use, Payroll Data, Payroll Data 1. Failure to make the change in Maintain Payroll Data will result in a check being printed with either an incorrect address or without an address.

Contract Pay (CNT): This earnings code should only be used for contract payments and for changes in the rate of pay that an employee should have been paid for a prior pay period. It should not be used for other types of payroll errors such as incorrect hours of pay, late longevity pay, or to refund a deduction taken in error.

Late Longevity Payments: Typically Longevity payments are late because of late evaluations. After the evaluation is processed and the longevity is approved, you will need to process a pay-affecting adjustment to the paycheck for the pay period that the longevity should have been paid. In Compensate Employees, Manage Payroll Process, Process, Paycheck Reversal/Adjustment, run control ADJ-ALL, you will need to enter the paycheck number and paycheck issue date. DO NOT ADD “LNG” EARNINGS CODE TO THE TIME SHEET.

These procedures apply to late longevity payments due prior to June 9, 2002. See related article “Change to Longevity (K.A.R. 1-5-29) on page 2.

Shared Leave Adjustments: In order to process a pay-affecting adjustment for Shared Leave, you must have the current balances for Sick Leave and Vacation Leave zeroed out by Laurie Warner in the Division of Personnel Services. You can contact Laurie by phone at 785-296-3226 or e-mail at Laurie.Warner@state.ks.us. When processing adjustments, the SHARP system always looks at the current balances, not the balances for the pay period being adjusted. Even if you were adjusting the most current on-cycle paycheck, there would be leave accruals associated with the last final pay calculation. Failure to have the balances zeroed out will cause the adjustment to error out with Time Entry Error Messages. If this happens, you can still process the adjustment after having the balances taken care of.

Job Data Changes and Adjustments: Pay-affecting adjustments do not pick up any changes in Job Data. These changes would include, but not be limited to, a change in Department ID, Position Number, Rate of Pay, FLSA status, FICA status, and effective date of a hire, transfer, or termination, etc. For a rate of pay change, you can calculate the additional amount of earnings and add “CNT” with the additional amount to the next on-cycle time sheet. Many pay-affecting adjustments will need to be processed centrally by the Division of Accounts and Reports, Payroll Section. This would include date changes for hires and terminations and FICA status changes. If the employee’s pay is correct but the Department ID, Position Number or date of transfer causes the funding to be incorrect, the agency can process a Journal Voucher, form DA-35, using the SOKI system to correct the funding. No transactions will be processed in SHARP for funding changes.

Job Data Changes in the On-cycle: Any changes to Job Data after the paysheets have been created will not be reflected in the On-cycle calculation. Paysheets are typically created the Tuesday night after the Pay Period End Date. These changes would include, but not be limited to, a change in Department ID, Position Number, Rate of Pay, FLSA status, FICA status, and effective date of a hire, transfer, or termination, etc. For a rate of pay change, you can calculate the additional amount of earnings and add “CNT” to the time sheet with the additional amount. For all other types of changes, you should take off the “OK to Process?” button on the time sheet and process a supplemental the following Monday. When the new paysheet is created for the off-cycle run, it will pick up the changes in Job Data. If the change was not made effective with the first day

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of the pay period, you may want to verify that the supplemental will process correctly. Contact Joyce Dickerson in the Division of Accounts and Reports, Payroll Section, by phone at 785-296-3979 or e-mail at joyce.dfickerson@state.ks.us. Please note that after changes are made in Job Data, the time sheet will reflect the change, but the paysheet (which creates the paycheck) will not reflect the change.

Garnishment Documents: Any garnishment type document received by your agency shall be forwarded to the Division of Accounts and Reports, Payroll Section as soon as possible. Some examples of documents you may receive are Order of Garnishment, Income Withholding Order, Order/Notice to Withhold Income for Child Support, Order for Withholding from Earnings, or Order to Employer to Pay the Trustee. The exception, of course, would be for those documents sent to your agency directly from the Division of Accounts and Reports, Payroll Section requesting that you notify the employee of the garnishment. If there is any doubt about whether to forward the document, please contact Nancy Haufler in the Division of Accounts and Reports, Payroll Section at 785-296-3887 or e-mail at Nancy.Haufler@state.ks.us.

Paycheck Adjustments and Garnishments: Please contact the Division of Accounts & Reports, Payroll Section prior to processing an adjustment to a paycheck that has a 'GARNSH' deduction on the original paycheck, or if the employee has a 'GARNSH' deduction on their most current paycheck. Some adjustments can still be processed on-line, but many must be processed centrally by the Division of Accounts & Reports, Payroll Section because of the 'GARNSH' deduction.

Earnings Code Updates

Currently in SHARP there are 218 active earnings codes. With this large volume of codes it is often difficult for agencies to match the correct code with the earnings type. In order to ensure that accurate and meaningful earnings data is captured and stored in SHARP, 54 earnings codes will be inactivated effective with the beginning of the next fiscal year, June 9, 2002.

Codes to inactivate were chosen based on low usage, policy or regulation changes (see related article in this issue regarding changes to in pay status hours). Some of the codes are only applicable to Regent Institutions or specific state agencies. An on-going effort will be made to evaluate earnings code usage each year and make necessary updates.

Earnings codes that are inactive cannot be entered on timesheets for pay periods ending after June 8, 2002. Paychecks that contain an inactive code cannot be adjusted through the reversal/adjustment process, as payroll error messages will result. In these situations, the adjustment request should be submitted to Accounts & Reports, Payroll Section on a form DA-180, Paycheck Reversal/Supplemental/Adjustment.

Informational Circular 02-P-044 detailing these changes was recently issued and is located at http://da.state.ks.us/ar/infocirc/fy02/IC02P044.htm . If you have any questions about these updates, please contact Carla Johnston in Accounts and Reports, Payroll Section at 785-296-2588 or carla.johnston@state.ks.us. The codes to be inactivated are:

Code	Description	Suggested Replacement Code
AHR	Additional Hours	REG
BD1	Board Member-$65 Daily Rate	BDM
BD2	Board Member-Judicial Qualif.	BDM
BD3	Board Member-Judicial Nomin.	BDM
BD4	Board Member-Disciplinary	BDM
BD5	Board Member-$66.63 Daily Rate	BDM
BD6	Board Member-$69.29 Daily Rate	BDM
BD7	Board Member-$72.06 Daily Rate	BDM
BD8	Board Member-$74.58 Daily Rate	BDM
BDS	Board Member-$35 Daily Rate	BDM
CSB	Civil Service Board Members	BDM
CTA	Comp Time Payout Accrual Hours	CTP
CTS	Comp Time Payout Service Hours	CTP
HCB	Holiday Comp 1.0-Bank Credit	HCC
HCL	Holiday Comp Earned over HDC	HCP
HDL	Holiday Pay 1.5 over HDC	HDP
HPE	Holiday Pay for Exempts	HDP or HDF
HTA	Holiday Comp Time Payout Accrl	HTP
HTS	Holiday Comp Time Payout Servc	HTP

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Direct Deposit to Multiple Bank Accounts

An employee who has his pay direct deposited can choose to have the pay deposited in multiple bank accounts. The employee determines the amount of net pay to be deposited to each account by either specifying a specific dollar amount or by specifying a percentage of total net pay. The employee can use both of these distribution methods so that a specific dollar amount is deposited in one or more accounts and a percentage of net pay is deposited into other accounts. If the percentage of net pay distribution method is selected, the total of all the percentage distributions must total to 100%.

When multiple bank accounts are established for direct deposit, a priority number must be assigned to each account. The priority number establishes the account order that SHARP uses when calculating the amount of pay to be distributed to each account. Pay is distributed to the highest priority account first (lowest priority number) and then to subsequent accounts in priority number order. If specific dollar distribution amounts are used, these should be given higher priority (lower priority numbers) than percentage of net pay distributions.

As SHARP calculates the direct deposit distribution amount for a bank account, it compares the calculated direct deposit amount to the amount of net pay available to determine the amount of the direct deposit. The amount of the direct deposit will be the lesser of the calculated amount or available net pay. The net pay available to subsequent accounts is then reduced by the actual direct deposit amount. The following example illustrates how this process works.

An employee set up three bank accounts for direct deposit as shown in the following table. If the employee's net pay is $500, the direct deposit account distribution computation would be as follows:

Account	Priority No.	Distribution	Available Net Pay	Calculated Amount	Direct Deposit Amount
Savings Acct 1	1	$50	$500	$50	$50
Checking Acct	2	50% Net	$450	$250	$250
Savings Acct 2	3	50% Net	$200	$250	$200

The calculated direct deposit amount for Savings Account 1 is the $50 amount specified. Because this amount is less than or equal to the $500 available net pay, the actual direct deposit amount would be $50. The available net pay for the next priority account is reduced to $450. The 50% of Net pay distribution for both the Checking Account and Savings Account 2 results in a calculated direct deposit amount of $250 (.5 x $500) for each account. However, the actual direct deposit amount for these accounts is different because of the differences in net pay available to each account. The actual direct deposit amount for Savings Account 2 would be limited to the $200 of available net pay.

If the employee intended to actually distribute $50 to the first account and the balance of net pay split evenly between the other two accounts, an alternative approach could be used. For example, the employee could use the percentage of net pay for all three accounts - Savings Account 1 - 10% of net, Checking Account - 45% of net, and Savings Account 2 - 45% of net, the direct deposit amounts for the accounts would then be $50, $225, and $225 respectively. The employee could also choose to set specific amounts for two of the accounts and use 100% of net for the third. In this example, if $50 were specified for savings account 1, $225 for the checking account, and 100% of net for savings account 2, the distribution would also be $50, $225, and $225.

In many cases, these alternative approaches will only approximate the distribution of pay goals the employee wants to achieve. When considering alternative approaches, the employee will need to determine which goals are the most important and then select a distribution approach that best meets those goals. ★

Earnings Code Updates Continued from page 7

Code	Description	Suggested Replacement Code
K01	KUMC Shift Rate C	N/A
K02	KUMC Shift Rate D	N/A
K03	KUMC Shift Rate F	N/A
K04	KUMC Shift Rate G	N/A
K05	KUMC Shift Rate E	N/A
K06	KUMC Shift Rate H	N/A
K07	KUMC Shift Rate t	N/A
K08	KUMC Shift Rate-Day 1	N/A
K09	KUMC Shift-Nurse add on A	N/A
K10	KUMC Shift-Nurse add on B	N/A
K11	KUMC Shift-Nurse add on C	N/A
K12	KUMC Shift-Nurse add on D	N/A
K15	Shift 2 for SP1 Students	N/A
K16	Shift 3 for SP1 Students	N/A
K17	Overtime for STR Students 1.5	N/A
LG1	Legislative Daily Rate-$60	LGP
LG2	Legislative Daily Rate-$62	LGP
LG3	Legislative Daily Rate-$66.63	LGP
LG4	Legislative Daily Rate-$69.29	LGP
LG5	Legislative Daily Rate-$72.06	LGP
LG6	Legislative Daily Rate-$74.58	LGP
LGD	Legislative Daily Rate-$65	LGP
N17	December 17th Non-exempt	N/A
NR1	Nonresident Alien-Inc code 15	N/A
NR3	Nonresident Alien-Inc code 17	N/A
O28	Overtime-28 day ee	N/A
REM	Other Remuneration	N/A
RTN	Retro Negative Pay	N/A
RTR	Retro Pay	N/A
ST3	Call Back Premium	N/A
ST4	KUMC Evening	N/A
ST5	KUMC Night/Weekend	N/A
ST6	KUMC Evening/Night	N/A
WCA	Workers Compensation-Amount	WCH
WCD	Worker's Comp Dollars	WCH

June 14 is Flag Day

Happy Father's Day

SHARP-SHOOTER

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Project Directors
Joe Wishall, Systems Programming
Bill Cavalieri, Technical Support

Sponsors:
Bobbie Mariani, Director DPS
Dale Brunton, Director A&R

Contributors:
Joyce Dickerson
Nancy Haufler
Carla Johnston
Brent Smith
Cecil Stout
Sunni Zentner

Comments and articles should be directed to :
Doug Quinn
SHARP Project
Landon State Office Building
900 SW Jackson St.
Suite 751-S
Topeka, KS 66612-1234
(785) 296-4886
Fax (785) 296-1168
Email: douglas.quinn@state.ks.us